

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: RECEPTIONIST II
REFERENCE #: 2507
LOCATION: Sacramento, California

OVERVIEW

The Administrative Office of the Courts (AOC) is currently accepting applications for a Receptionist II position in support of the Office of Trial Court Financial Services (TCFS) and provide assistance to the Office of Court Construction and Management (OCCM). Located at the Northern/Central Regional Office in Sacramento, TCFS provides transition assistance for trial courts moving from county stewardship to the judicial branch's financial system with a diverse range of services, including a centralized treasury system, accounting and financial services, trust accounting services, and core business analysis and support. TCFS is comprised of four organizational units: Accounting and Financial Services, Accounting Systems, Trust and Treasury Services, and Business Process Management.

RESPONSIBILITIES

- Answer incoming calls, determine the purpose of the call, and direct callers to the appropriate staff;
- Determine the purpose of visits and direct visitors to the proper staff or office location;
- Provide factual information regarding the Judicial Council and the various services provided by the multiple units located at the regional office;
- Log phone calls;
- Track staff availability and page senior management staff;
- Receive, list, endorse, and distribute incoming checks and monies to cashier;
- Distribute quarterly financial statements and other reports to the trial courts;
- Coordinate meetings and room availability;
- Collate materials, stuff envelopes, and send faxes;
- Operate a variety of office equipment; and
- Perform other clerical duties as assigned.

MINIMUM QUALIFICATIONS

Equivalent to graduation from high school and two years of receptionist experience.

DESIRABLE QUALIFICATIONS

Experience operating telephone systems and personal computers; proficient typing skills; and, the ability to multi-task and communicate effectively in English. Experience in Microsoft Office software such as Word, Excel, Outlook, and PowerPoint.

TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately, however, this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Finance/Accounting/Budget, and refer to Receptionist II, Job Req. #2507".

This position requires the submission of our official application and response to the attached supplemental questionnaire. Resumes without these materials will not be considered.

OR

To request a printed application, please contact:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102
(415) 865-4272 Telecommunications Device for the Deaf

PAY AND BENEFITS

SALARY RANGE: **\$2,826 - \$3,434 per month**

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts is an Equal Opportunity Employer.

**Trial Court Financial Services
For
Receptionist II
Job Requisition 2507**

Supplemental Questions

1. Describe your experience with personal computers including your experience with Microsoft products such as Excel, Word, Outlook, Power Point, etc.
2. What experience, if any, do you have scheduling meetings and keeping appointment calendars for another individual (identify the title of the individual for whom you kept an appointment calendar)?